

**SCOTTISH CRIME AND JUSTICE SURVEY 2018/19**

**OFFENCE CODING**

**CODERS MANUAL**

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## **1. INTRODUCTION TO CODING**

The Scottish Crime and Justice Survey (SCJS) measures victimisation amongst adults living in private residences in Scotland along with providing other important information, such as attitudes towards police and feelings of safety. The survey's primary aim is to measure the extent of various crimes experienced by the public. This measure of crime is independent of that available from statistics collected by the police, since the survey collects details of offences irrespective of whether or not they have been reported to or recorded by the police.

It is known that police statistics are subject to changes in the willingness of the public to report crimes and changes in police practice in recording them. For these reasons, the survey can give a better indication of how the rate of crime is changing. Also, a comparison of the survey's results with the police statistics shows what types of crime tend not to be reported to the police.

Further information about the survey and how it works is available in the Technical Report for each survey year. Detail about the technical set-up and processes involved in the offence coding are provided to Scottish Government.

### **1.1 Changes for 2018/19**

Offence code 79: 'Attempted theft outside of the survey's coverage' was dropped from the Year 3 offence coding as it was merged with code 69: Other theft/attempted theft outside of the survey's coverage. Code 79 was very rarely used, with only 2 cases since the 2010/11 survey.

### **1.2 The Importance of Offence Coding**

One of the main purposes of the SCJS is to find out whether respondents have experienced any crime in the last 12 months. Respondents who have experienced an incident are asked a series of detailed questions about it. These questions are asked by the interviewer and form the part of the interview known as the Victim Form. The Victim Form includes a short summary description of the incident, provided by the respondent with the interviewer probing for key aspects, followed by a number of closed and open follow-up questions which provide additional detail. On the basis of the information in the Victim Form each crime is assigned an offence code, which is designed to closely match the crime code that the police would have assigned (had it been reported and recorded as a crime).

Each respondent can complete up to 5 Victim Forms, with each relating to a different type of incident. However, it is very rare for anyone to have experienced this many crimes within a year.

### 1.3 Offence Codes and How They Work

A list of all the [offence codes](#) is included in this document. Some crimes are excluded from the Scottish Crime and Justice Survey, and so do not appear – the most obvious examples are murder and fraud.

Each Victim Form will end up with just one offence code, irrespective of what the incident it relates to consisted of. An incident may consist of a number of offences (for example, someone breaks into someone's house, assaults them, breaks some valuable belongings and then steals their car). The offence coding needs to sort out which of these offences takes priority (i.e. should the crime be coded as housebreaking, assault, vandalism or theft of a car? Each offence code relates to one type of crime (although a few 'double-barrelled codes do refer to more than one offence, as noted below).

Since only a single code is assigned to each Victim Form, the offence codes have a priority order which can be summarised as below:

- Rape or Serious Assaults
- Robbery
- Housebreaking
- Theft
- Minor Assault
- Vandalism
- Threats

Please see the [priority ladder](#) and [individual offence categories](#) for more information about priorities for each particular offence code.

For crimes against the person (assault, sexual offences, robbery, snatch theft and other theft from the person) the *respondent* must be the victim. If someone else is the victim (even if that person is part of the respondent's household) then the crime is out of scope of the survey. For crimes against the household (housebreaking, other types of theft – not from the person, vandalism), the object of the incident must belong to the respondent's household (for example, if a respondent's friend's car was stolen from outside the respondent's home, this would be out of the scope of the survey, since the friend is not part of the household).<sup>1</sup>

There are a number of scenarios in which different elements of the incident are both deemed too serious for one to take priority over the other. In these situations, coders should use the 'double-barrelled' codes which capture both elements of the event, for example, code 38: Serious assault with sexual motive & housebreaking.

When using any of these codes (14, 15, 37, 38), the Victim Form is automatically referred to the Scottish Government.

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<sup>1</sup> The logic here is that the address at which the friend lives may also be selected to take part in the survey which would lead to the incident of vehicle theft would be double counted.

## **2. CODING IN PRACTICE**

The following section highlights some areas which it is useful to know when it comes to interpreting the Victim Form.

You will be provided with the Victim Form containing the answers (both pre-coded and open) given by a respondent. The Victim Form is highly filtered, and you will only be given the text and answers to the relevant questions that the respondent actually answered. (Thus, if the respondent has said that no force or violence was used, then there will be no follow up questions about the nature of this force or violence).

The whole Victim Form must be read through before coding the incident. It is important that you familiarise yourself with the Victim Form answers and this manual, as there are situations where the answer to a specific question in the Victim Form is not as straightforward as it appears, or where you will need to use the guidance and your judgement to distinguish between the possible answers. Similarly, although the answer to a question will often be obvious, there are all sorts of intricacies that need to be taken into account when considering the incident as a whole.

Once an offence code has been assigned, you will be asked how certain you are that this is the right code. You can either code certain or uncertain. If you code uncertain, you will be asked to say why you are uncertain or to give any other comments that you think would be useful. You will also be asked to provide a short comment as to why you are certain.

As well as internal quality checks, where Supervisors blind code a set-proportion of your work (and all cases where you have said you are uncertain), many of the offence codes (and again, all where you or supervisors are uncertain) will be checked by the Scottish Government.

In rare instances, where two or more Victim Forms have been completed, these forms may end up recording the details of the same incident. If a duplicate form is found, it should be coded 03 (for 'same' duplicates) or 04 (for 'series' duplicates). See [paragraph 2.3](#) for more information on duplicate forms and how these are identified and treated.

### **2.1 Invalid Victim Forms**

In some cases, it may be that the incident which is recorded in the Victim Form does not constitute a crime (code 96: no crime), or where there is not enough information to say whether it does or not. (code 97: insufficient information to code). Any cases assigned these codes are automatically referred to a supervisor and then the Scottish Government for review, and these codes should be used as a last resort, as noted below, and consequently are rarely used.

- Even with quite limited information on a Victim Form we may be able to reach a valid offence code. In some cases, we may have a very poor summary description, but it is still possible to use the answers to the closed questions to reach a valid offence code. Similarly, if we only have the summary

description but poor or no answers at the follow-up questions (for example, where a respondent has refused to answer them), we still may have enough information to get a valid offence code.

- If you are uncertain as to whether or not there has been a crime, there are also a number of offence codes which are “out of scope” which are not used in the official victimisation rates (all of the out of scope codes, and codes such as 87 – possible criminal/possible accidental damage/nuisance with no damage). It is better to arrive at one of these codes than to give the Victim Form a code 96.

## 2.2 Out of Scope Codes

Some incidents described in the Victim Form will contain information about crimes which did occur, but which are outside of the survey’s coverage and therefore ‘out of scope’ and not included in the survey statistics. Examples of out of these crimes include a personal crime which has happened to someone other than the respondent (i.e. the respondent’s friend, or another household member), an incident that is a crime against a business (see [paragraph 2.4](#) for more information about workplace crime) or ones which were outside of Scotland or the reference period. In addition, there are also offence codes which can be assigned where a respondent is uncertain where a crime occurred (for example, code 54: Possible attempted housebreaking (insufficient evidence to be sure)).

The out of scope crime codes are:

- |    |  |
|----|--|
| 19 | Other assault outside the survey's coverage  |
| 39 | Sexual offence outside the survey's coverage   |
| 48 | Possibly theft but could have been loss/possibly attempted theft, but could have been innocent           |
| 49 | Other robbery or theft from the person outside the survey's coverage                                     |
| 54 | Possible attempted housebreaking (insufficient evidence to be sure)                                      |
| 59 | Other housebreaking, attempted housebreaking, theft in a dwelling, falling outside the survey's coverage |
| 66 | Theft of milk bottles from outside dwelling  |
| 68 | Possible theft, possible lost property   |
| 69 | Other theft/attempted theft falling outside survey's coverage  |
| 87 | Possibly vandalism/possibly accidental damage/nuisance with no damage                                    |
| 88 | Attempted vandalism (no damage actually achieved)  |
| 89 | Other vandalism outside survey's coverage  |
| 95 | Outside reference period   |
| 98 | Incident occurred outside Scotland   |
| 99 | Other threats/intimidation outside survey's coverage   |

All incidents of fraud (i.e. money taken from the respondent’s online bank account), are out of scope.

Where there is more than one offence within an incident, but the element that would normally take priority is out of scope (for example, the respondent’s friend has had

property damaged and the respondent has been threatened), you should try to get to an in-scope code rather than an out of scope code. In some cases, this may require you to ignore the part of the incident that does not involve the respondent. However, do be careful with this, as some offence codes cover the other members of the household and some do not. Non-household members, however, are always out of scope.

### **2.3 Duplicates**

Duplicate forms are those where the same incident is recorded on more than one Victim Form. In these cases, one incident is given the appropriate valid offence code while the duplicates are given code 03 (for 'same' duplicates) or 04 (for 'series' duplicates). It is important to code duplicates with one of these codes so the incident they are describing is not included in the overall crime count twice. Duplicates are often obvious, but sometimes it can require some detective work to decide whether or not they are duplicates.

Some things to look for are:

- The interviewer states that the Victim Form is a duplicate or refers to details in a previous Victim Form.
- The date information and most of the characteristics are identical. The Victim Forms do not need to be exactly the same because the victim may be discussing two elements of the same incident in the different Victim Forms (e.g. if the incident is the theft of a vehicle, the respondent may discuss the theft in one Victim Form and the damage to the car in another).
- If both the Victim Forms include the same unusual characteristic (e.g. said the other injury was "hepatitis B").
- In some cases it may be worth checking the job of the respondent. In one case, we had several similar Victim Forms dealing with threats against the respondent. His job was "custody officer" at a police station, which made it quite likely that the threats were all separate incidents rather than the same one. (Cases like this could be seen as a series, and it should be emphasised to interviewers that rather than recording crimes like this separately, they can be recorded just once as part of a series).

Any cases which are coded as duplicates should be automatically passed to SG for review along with all of the other forms which the respondent has completed.

### **2.4 Crimes in the workplace and against businesses**

Any crime committed against a business including the respondent's employer will be out of scope.

If the respondent is self-employed, crimes against their business property such as work tools are in scope once they do not have employees, a business partner or separate business premises. Not paying for goods (or a service) received is out of scope (this applies to shoplifting, unpaid taxi fares, meals not paid for in restaurants, work not paid for).

All crimes that take place in the workplace should be coded as if they took place in any other location apart from the household. For example, theft of the respondent's own property from their workplace would be other theft (67).

See the separate section on [work motor vehicles](#) for further information.

## **2.5 Crimes committed by policemen and those with mental health issues**

Crimes committed by people with mental health issues will count as valid crimes. Crimes committed by police officers will also be coded.

### 3. CLASSIFICATION OF INCIDENTS: CRIME CODES

Category	Code	Description
<b>1. ASSAULT</b>	1	Refer to Scottish Government
	3	Duplicate victim form (Same)
	4	Duplicate victim form (Series)
	11	Serious assault
	12	Minor assault with injury
	13	Minor assault with no/negligible injury
	14	Serious assault and fire raising
	15	Serious assault and housebreaking
	19	Other assault outside of the survey's coverage
<b>2. ATTEMPTED ASSAULT</b>	21	Attempted assault
<b>3. SEXUAL OFFENCES</b>	31	Rape
	32	Serious assault with sexual motive
	33	Assault with sexual motive
	34	Attempted rape
	35	Indecent assault
	36	Indecent exposure
	37	Rape and housebreaking
	38	Serious assault with sexual motive & housebreaking
	39	Sexual offence outside the survey's coverage
<b>4. ROBBERY, SNATCH THEFT, THEFT FROM PERSON</b>	41	Robbery
	42	Attempted robbery
	43	Snatch theft from the person
	44	Other theft from the person
	45	Attempted theft from the person
	48	Possibly theft but could have been loss/possibly attempted theft, but could have been innocent
	49	Other robbery or theft from the person outside the survey's coverage
<b>5. HOUSEBREAKING, ATTEMPTED HOUSEBREAKING, THEFT IN A DWELLING</b>	50	Attempted housebreaking to non-connected domestic garage/outhouse
	51	Housebreaking in a dwelling (nothing taken)
	52	Housebreaking in a dwelling (Something taken)
	53	Attempted housebreaking in a dwelling
	54	Possible attempted housebreaking (insufficient evidence to be sure)
	55	Theft in a dwelling
	56	Theft from a meter
	57	Housebreaking from non-connected domestic garage/outhouse – nothing taken
	58	Housebreaking from non-connected domestic garage/outhouse – something taken
	59	Other housebreaking, outside of the survey's coverage

<b>6. THEFT</b>	60	Theft of car/van
	61	Theft from car/van
	62	Theft of motorbike, motor scooter or moped
	63	Theft from motorbike, motor scooter or moped
	64	Theft of pedal cycle
	65	Theft from outside dwelling (excluding theft of milk bottles)
	66	Theft of milk bottles from outside dwelling
	67	Other theft
	68	Possible theft, possible lost property
<b>7. ATTEMPTED THEFT<sup>2</sup></b>	69	Other theft/attempted theft outside of the survey's coverage
	71	Attempted theft of/from car/van
	72	Attempted theft of/from motorcycle, motor scooter or moped
<b>8. VANDALISM</b>	73	Other attempted theft
	80	Fire raising
	82	Vandalism to a motor vehicle
	84	Vandalism to the home
	86	Other vandalism
	87	Possibly vandalism/possibly accidental damage/nuisance with no damage
<b>9. THREATS</b>	88	Attempted vandalism (no damage actually achieved)
	89	Other vandalism outside of the survey's coverage
	91	Threat to kill/assault made against, but not necessarily to respondent
	92	Sexual threat made against, but not necessarily to respondent
	93	Other threat or intimidation made against, but not necessarily to respondent
<b>OTHER CODES</b>	94	Threats against others, made to the respondent
	99	Other threats/intimidation outside of the survey's coverage
	95	Outside reference period
	96	No crime committed
	97	Insufficient information to code
	98	Incident occurred outside Scotland

<sup>2</sup> Offence code 79: 'Attempted theft outside of the survey's coverage' was dropped from the Year 3 offence coding as it was merged with code 69: Other theft/attempted theft outside of the survey's coverage. Code 79 was very rarely used, with only 2 cases since the 2010/11 survey.

### 3.1 Category 1: Assaults

#### Possible codes

Code 11	Serious assault
Code 12	Minor assault with injury
Code 13	Minor assault with no/negligible injury
Code 14	Serious assault and fire raising
Code 15	Serious assault and housebreaking
Code 19	Assault falling outside the survey's coverage

Most assaults uncovered by the survey will be straightforward incidents arising in the course of family rows, arguments between acquaintances, brawls in pubs, fights at football matches, and so on. This main group of assaults has been divided into three sub-groups: serious assault, minor assault with injury and minor assault with no/negligible injury.

Incidents that take place in the course of work are in scope.

The majority of incidents involving assault will be either code of minor assault (code 12 or 13).

Assaults which have a sexual motive are to be classified as sexual offences (codes 31 – 35), and assaults which contain an element of theft will normally be assigned a robbery code (41 – 42). This is with the exception of a robbery with a serious assault, in which case the incident will be coded as a serious assault.

Sometimes, for incidents of assault, the injuries described in the short summary text description (DESCRINC) and those coded at QINW will differ. In these cases, equal weight should be placed on the two sources of information and it should be assumed that both sets of injuries happened.

#### Who is the victim?

Only the respondent can be the victim of any of the assault codes so assaults happening to other household members are to be treated as outside the survey's coverage. Any incidents involving assault only, where the respondent is not a victim, should be treated as out of scope ([code 19](#)) unless there is another part of the incident of which the respondent is a victim. If the respondent is one of several victims, code on the basis of information about the respondent alone.

For double barrelled codes (14, 15) the respondent needs to have been the victim of *both parts* of the crime for the purposes of the survey. Therefore, if the respondent's home is broken into and another household member was seriously assaulted in the process, then only the housebreaking code would apply in this case. Coders should refer both codes 14 and 15 to the Scottish Government.

A dog being set on the respondent, used as a weapon or a dog attacking the respondent and the dog's owner not stopping it would be considered an assault.

### 3.1.1 Code 11: Serious assault

#### Description and examples

Serious assault is defined as an assault which clearly needs immediate medical attention: it must lead to an overnight stay in hospital or any of the injuries listed below to be caused (regardless of any hospitalisation). An overnight stay in hospital does not include time waiting to be attended to, it must be an overnight stay as an in-patient.

The following injuries (regardless of hospitalisation) are classified as serious:

- Broken / cracked / fractures bones (fractures meaning the breaking or cracking of a bone. It should be noted that a nose is cartilage not bone so therefore a broken nose should not be classified as a Serious Assault unless it meets one of the other criteria).
- Internal Injuries (such as internal bleeding or damage to internal organs)
- Severe Concussion
- Severe cuts, gashes, tears or punctures to skin which required stitches
- Any other injury which may lead to impairment or disfigurement.

Sometimes, the injuries described in the text description and those coded at **QINW** will differ. In these cases, equal weight should be placed on the two sources of information and it should be assumed that both sets of injuries happened.

In some cases, an assault incident could be classed as 'serious assault' even though the resulting injuries did not fall into the 'serious assault' definition. This is where there is information to suggest that the offender has intended to kill the victim, and has exerted a level of violence which suggests this intention to kill was attempted.

If an incident involves both serious assault and robbery see section 3.4.1 Robbery

#### Priorities and other codes

Serious assault takes priority over the following codes:

- Category 1 – Assault – 12, 13
- Category 2 - Attempted assaults - 21
- Category 3 - Sexual offences – 33, 34, 35, 36
- Category 4 - Theft from the person - all
- Category 5 - Housebreaking etc - all
- Category 6 - Theft - all
- Category 7 - Attempted theft - all
- Category 8 - Vandalism - all
- Category 9 - Threats - all

### 3.1.2 Code 12: Minor assault with injury

#### Description and examples

Minor assault with injury applies if there are minor injuries inflicted such as:

- Severe bruising
- Severe cuts, gashes, tears or punctures to skin are also coded as Code 12 unless they require stitches or an overnight stay in hospital in which case they should be coded as Code 11
- Broken nose should be coded as Code 12 (unless it meets other criteria for Code 11);
- Broken / chipped / lost teeth;
- Dislocation of joints

Injuries inflicted accidentally during an incident are counted.

If additional information suggests a sustained attack, code as 11 (see page 12).

Examples of injuries for code 12:

- nose bleed
- swollen lip/leg
- damaged rib
- dislocated shoulder
- torn cartilage
- scalding
- chipped tooth
- rash from CS gas

If the assault resulted in an overnight stay in hospital, then a serious assault code would apply.

#### Priorities and other codes

Minor assault with injury that occurs at the same time as theft will usually require a robbery code. However, if the assault is not in furtherance of the theft, theft takes priority over minor assault with injury. Similarly if minor assault occurs in the course of a housebreaking or attempted housebreaking, the housebreaking component takes precedence.

Where vandalism occurs in combination with minor assault with injury, minor assault with injury will normally take priority unless the damage component is clearly the more serious. 'Serious' in this instant means: the damage was more serious and/ or the intention of the offender was the assault. The Victim Form should be read as a whole before a decision is reached, but as a general rule, it should be assumed that it will only be in rare instances that vandalism will take priority over minor assault with injury.

Minor assault with injury takes priority over the following codes:

- Category 1 – Assault – 13
- Category 2 - Attempted assaults – 21
- Category 3 - Sexual offences – 36
- Category 4 - Theft from the person - 45
- Category 5 - Housebreaking etc - 56
- Category 7 - Attempted theft - all
- Category 8 - Vandalism - all
- Category 9 - Threats - all

### **3.1.3 Code 13: Minor assault with no/negligible injury**

#### Description and examples

Many of the assaults that are in Victim Form will be cases of minor assault involving minor or no injury.

Some assaults without injury will consist of merely grabbing or pushing the respondent. As there has been contact between the offender and the victim, this would still be a minor assault with no/negligible injury. Threats where force was used, even if there was no injury, should also be coded as minor assault with no/negligible injury.

Minor assault with no/negligible injury applies where the victim was punched, kicked, pushed or jostled, spat at or had a drink thrown over them but there was no injury or only negligible injury. Minor bruising or a black eye count as a negligible injury, as do scratches or minor cuts.

Incidents where the victim received no injury or negligible injury are minor assault with no/negligible injury even if knives are involved.

#### Priorities and other codes

See [priority ladder](#) for minor assault with injury.

Minor assault with no/negligible injury takes priority over the following codes:

- Category 2 - Attempted assaults - 21
- Category 3 - Sexual offence – 36
- Category 4 - Theft from the person - 45
- Category 5 - Housebreaking etc - 56
- Category 7 - Attempted theft - all
- Category 8 - Vandalism - all
- Category 9 - Threats - all

### **3.1.4 Code 14: Serious assault and fire-raising**

#### Description and examples

If the respondent is seriously injured as a result of a fire set by the offender, then code 14 should be used, which records both crimes. Please refer any cases of code 14 to the Scottish Government.

### Priorities and other codes

If another household member was seriously assaulted during a fire-raising incident, then the Victim Form should be referred to the Scottish Government.

Serious assault and fire-raising takes priority over the following codes:

- Category 1 – Assault – 11, 12, 13
- Category 2 - Attempted assaults - 21
- Category 3 - Sexual offences – 33, 34, 36
- Category 4 - Theft from the person - all
- Category 5 - Housebreaking etc - all
- Category 6 - Theft - all
- Category 7 - Attempted theft - all
- Category 8 - Vandalism - all
- Category 9 - Threats - all

### **3.1.5 Code 15: Serious assault and housebreaking**

#### Description and examples

As with code 14 above, the respondent needs to have been the victim of *both parts* of the incident for code 15 to apply. In addition, the injuries sustained must be commensurate with those needed for a serious assault (11). Coders should refer all cases of code 15 to the Scottish Government.

#### Priorities and other codes

If the respondent has been the victim of a minor assault and housebreaking, then this should be coded as housebreaking only. Any cases of housebreaking or robbery where serious injury was inflicted on someone other than the respondent will be coded '01' and referred to the Scottish Government

Serious assault and fire-raising takes priority over the following codes:

- Category 1 – Assault – 11, 12, 13
- Category 2 - Attempted assaults - 21
- Category 3 - Sexual offences – 33, 34, 35, 36
- Category 4 - Theft from the person - all
- Category 5 - Housebreaking etc - all
- Category 6 - Theft - all
- Category 7 - Attempted theft - all
- Category 8 - Vandalism - all
- Category 9 - Threats - all

### **3.1.6 Code 19: Other assault outside of the survey's coverage**

#### Description and examples

If the person assaulted or against whom an assault was attempted was someone other than the respondent, then this should be coded 19.

#### Priorities and other codes

If there were any other crimes in the incident that are in scope, then these should be coded instead.

## 3.2 Category 2: Attempted Assaults

### Possible codes:

Code 21	Attempted assault
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Respondents are not asked, either in the main questionnaire 'screener' questions or in the Victim Form, whether anyone has *tried* to hit them, beat them up etc, however, some respondents will have reported such incidents all the same; they will probably be of the nature: "Someone took a swing at me in a pub". *Attempted* assaults are not the same thing as *threatened* assaults.

However, if a respondent is threatened with a weapon, this is an attempted assault (as long as the weapon is present at the time of the threat) (code 21). Almost anything can be considered as a weapon (including a dog) – it is not the object but what the offender does with it that makes it a weapon.

### Who is the victim?

For the survey's purpose, only the respondent can be the victim of an attempted assault. Attempted assaults happening to other household members will be out of scope. An incident may involve an attempt to assault the respondent and a successful attack on someone else; in this case the incident should be counted as attempted assault

### 3.2.1 Code 21: Attempted assault

#### Description and examples

If someone attempts to assault the respondent this is coded as 21. An example of this would be if someone 'took a swing' at the respondent but missed, or if they threw something at the respondent with the intention of hitting them, but missed.

Any threats that involved the use of a weapon, and the weapon is present at the time, should be coded as an attempted assault.

Threats where the offender *attempted* to use force should be coded as attempted assault but attempted assaults are not the same thing as *threatened* assaults. If someone threatens to assault the respondent, this would be a Category 9 code.

#### Priorities and other codes

Attempted assault takes priority over:

Category 4 - Theft from the person - 45

Category 7 - Attempted theft - all

Category 9 -Threats – all

### 3.3 Category 3: Sexual Offences

#### Possible codes

Code 31	Rape
Code 32	Serious assault with sexual motive
Code 33	Assault with sexual motive
Code 34	Attempted rape
Code 35	Indecent assault
Code 36	Indecent exposure
Code 37	Rape and housebreaking
Code 38	Serious assault with sexual motive and housebreaking
Code 39	Other sexual offence, falling outside the survey's coverage.

Most sexual offences uncovered by the survey will have an element of physical assault to them, and some sexual offences will occur in combination with offences such as robbery. Both males and females can be the victim of all the sexual offences.

If a sexual element is claimed to exist, it must relate to the incident in question, not the general relationship between the victim and the perpetrator.

#### Who is the victim?

Only the respondent can be the victim of sexual offences for the purposes of the survey. If any other household member was the victim of any of the sexual offence crimes, then code 39 should be used. For codes 37 and 38, the respondent must be the victim of *both* elements of the offence.

#### 3.3.1 Code 31: Rape

##### Description and examples

If the respondent reports that they were raped and/or if they describe what amounts to being raped in **DESRINC** but without using the term 'rape', coders should apply code 31.

##### Priorities and other codes

Rape takes priority over:

- Category 1 - Assault - all
- Category 2 - Attempted assaults - all
- Category 3 - Sexual offences - 32, 33, 34, 35, 36, 38
- Category 4 - Theft from the person - all
- Category 5 - Housebreaking etc - all
- Category 6 - Theft - all
- Category 7 - Attempted theft - all
- Category 8 - Vandalism - all
- Category 9 - Threats – all

### **3.3.2 Code 32: Serious assault with sexual motive**

#### Description and examples

'Serious assault with sexual motive' refers to incidents which would be classified as serious assault (code 11) if it were not for the sexual motive. (See [code 11](#) for description of injuries).

#### Priorities and other codes

Serious assault with sexual motive takes priority over

- Category 1 - Assault - all
- Category 2 - Attempted assault - all
- Category 3 - Sexual offences - 32, 33, 34, 35, 36
- Category 4 - Theft from the person - all
- Category 5 - Housebreaking etc - all
- Category 6 - Theft - all
- Category 7 - Attempted theft - all
- Category 8 - Vandalism - all
- Category 9 - Threats - all

### **3.3.3 Code 33: Assault with sexual motive**

#### Description and examples

Where injuries are sustained, it is too serious to be coded as indecent assault. Any sexual assault with injuries will be coded as assault with sexual motive (code 33) unless the injuries are sufficient to code 32.

#### Priorities and other codes

'Assault with a sexual motive' takes priority over

- Category 1 - Assault - 12, 13
- Category 2 - Attempted assaults - 21
- Category 3 - Sexual offences - 34, 35, 36
- Category 4 - Theft from the person - 45
- Category 5 - Housebreaking etc - 56
- Category 7 - Attempted theft - all
- Category 8 - Vandalism - all
- Category 9 - Threats - all

### 3.3.4 Code 34: Attempted rape

#### Description and examples

If the respondent reports that they were a victim of an attempted rape and/or if they describe what amounts to an attempted rape in **DESCRINC** but without using the term 'attempted rape', coders should apply code 34.

#### Priorities and other codes

'Attempted rape' takes priority over

- Category 1 - Assault - 12, 13
- Category 2 - Attempted assaults - 21
- Category 3 - Sexual offences - 35, 36,
- Category 4 - Theft from the person - 45
- Category 5 - Housebreaking etc - 56
- Category 7 - Attempted theft - all
- Category 8 - Vandalism - all
- Category 9 - Threats - all

### 3.3.5 Code 35: Indecent Assault

#### Description and examples

Code 35 refers to incidents involving contact between the victim and the offender, but which involved no force and/or resulted in no injury. A typical case might be a respondent is groped on a train or bus.

There will be some sexual offences where no force or violence was used. In these, **QINW** will not be completed. For the purposes of coding, if the assault involved some contact between the offender and victim (i.e. not just exposure) this should be coded as an indecent assault (code 35).

An assault may be indecent if its motive was clearly sexual, even though the specific act was not of an explicitly sexual character.

#### Priorities and other codes

'Indecent assault' takes priority over:

- Category 1 - Assault - 12, 13
- Category 2 - Attempted assaults - 21
- Category 3 - Sexual offences - 36
- Category 4 - Theft from the person - 45
- Category 5 - Housebreaking etc - 56
- Category 7 - Attempted theft - all
- Category 8 - Vandalism - all
- Category 9 - Threats - all

### **3.3.6 Code 36: Indecent Exposure**

#### Description and examples

Indecent exposure ("flashers") count as crimes in Scotland, but will involve no touching.

#### Priorities and other codes

'Indecent exposure' takes priority over

- Category 2 - Attempted assaults - 21
- Category 4 - Theft from the person - 45
- Category 7 - Attempted theft - all
- Category 8 - Vandalism - all
- Category 9 - Threats - all

### **3.3.7 Code 37: Rape and Housebreaking**

#### Description and examples

The respondent must be the victim of *both* the rape and the housebreaking for this code to apply. Coders should refer all cases of 37 to the Scottish Government. If another household member is the victim of rape during the course of a housebreaking, this should also be referred to the Scottish Government.

The criteria for housebreaking must be the same as in codes 51 and 52 and rape must have occurred *in the course of* a housebreaking. If the break-in was with the intention of committing rape, and nothing is stolen, this would be coded as rape only (code 31).

#### Priorities and other codes

Rape and Housebreaking takes priority over

- Category 1 - Assault - all
- Category 2 - Attempted assault - all
- Category 3 - Sexual Offences - all
- Category 4 - Theft from the person - all
- Category 5 - Housebreaking etc - all
- Category 6 - Theft - all
- Category 7 - Attempted theft - all
- Category 8 - Vandalism - all
- Category 9 - Threats - all

### **3.3.8 Code 38: Serious Assault with Sexual Motive and Housebreaking**

#### Description and examples

The respondent must be the victim of *both* the serious assault with sexual motive and the housebreaking for this code to apply.

The criteria for housebreaking must be the same as in [codes 51 and 52](#) and the criteria for serious assault with sexual motive must be the same as in [code 32](#). Coders should refer all cases of 38 to the Scottish Government, and if another household member is the victim of rape during the course of a housebreaking, this should also be referred to the Scottish Government.

If the break in was with the intention of committing serious assault with a sexual motive, and nothing was stolen, this would be coded as 'serious assault with a sexual motive' only, code 32.

#### Priorities and other codes

'Serious assault with a sexual motive and housebreaking' takes priority over:

- Category 1 - Assault - all
- Category 2 - Attempted assault - all
- Category 3 - Sexual Offences (32, 33, 34, 35, 36, 38)
- Category 4 - Theft from the person - all
- Category 5 - Housebreaking etc - all
- Category 6 - Theft - all
- Category 7 - Attempted theft - all
- Category 8 - Vandalism - all
- Category 9 - Threats - all

All cases of 'serious assault with a sexual motive and housebreaking' should be referred to the Scottish Government. If another household member is the victim of serious assault with a sexual motive during the course of a housebreaking, this should also be referred to the Scottish Government.

### **3.3.9 Code 39: Other sexual offence, outside of the survey's coverage**

#### Description and examples

If someone other than the respondent has been the victim of any of the sexual offences listed above, then this would be code 39 as it is out of scope

#### Priorities and other codes

If there were any other crimes in the incident that are in scope, then these should be coded instead.

### 3.4 Category 4: Robbery, Snatch Theft, Theft from Person (Including Attempts)

#### Possible codes

Code 41	Robbery
Code 42	Attempted robbery
Code 43	Snatch theft from the person
Code 44	Other theft from the person
Code 45	Attempted theft from the person
Code 48	Possibly theft but could have been loss/possibly attempted theft but could have been innocent
Code 49	Other robbery, theft from the person, falling outside the survey's coverage

Category 4 codes involve thefts (or attempted thefts) from the person, i.e. the respondent was either holding or carrying the item on their person or force (including the threat of force) was used in furtherance of the theft.

If property is actually taken by the offender (even if it is dropped and the victim recovers it), this is still an actual, not attempted, theft.

#### Who is the victim?

Only the respondent can be the victim for the purposes of the survey. This applies to *all* offences in this category apart from code 49, which is out of scope. For example, if the respondent was simply accompanying someone else who was robbed (or someone else who suffered a theft from the person), no offence has occurred for the purposes of the survey.

#### 3.4.1 Code 41: Robbery

##### Description and examples

Robbery involves the use of force or threat of force to a person immediately before or at the time of a theft. A threat can be simply implied e.g. "Give us your wallet". The presence of a weapon is an implied threat, even if it is not actually used. If the victim is threatened, they do not need to be actually holding the item for a robbery code to still apply.

Robbery includes incidents where more force than was necessary was used to snatch property away, for example a 'tug of war' between victim and offender. Robberies may be referred to as 'muggings' by the respondent.

If the victim is sitting on a bus and has their bag on their seat next to them, and the offender threatens them with a knife and runs off with the bag, even though the victim was not holding the bag at the time, this would still be a robbery.

If a respondent is assaulted or threatened in the course of a robbery or attempted robbery of a business this should only be coded as robbery/attempted robbery (code 41 or 42) if the respondent was also the victim of a theft (e.g. as well as robbing the business the robber also took items from the respondent or if the business is the

respondent's business and they are a sole trader). Otherwise, the threat or assault codes will apply.

If an incident involves both serious assault and robbery a decision needs to be made as to which code is most appropriate. It is important to take into account the motive and main component of the incident. For example, if the intent was clearly to rob and serious assault occurred in order to undertake the robbery then code as robbery, but if serious assault seemed the motive and the main component and the offender stole the respondent's wallet as well, then it would be coded as serious assault. If it is not possible to distinguish then code as robbery as by definition robbery includes an element of force or threat of force whereas serious assault does not necessarily include an element of theft.

Any incidents involving both serious assault and robbery should be referred to the SG.

If the respondent was accompanying someone else who was robbed, and the respondent was attacked or threatened in the course of the robbery, the incident should be coded as an assault or a threat. This also covers situations where the respondent was caught up in the robbery of a business. Similarly, if the respondent challenges shoplifters and is then threatened or assaulted, the threat or assault codes apply. If the respondent is threatened or assaulted at work by a customer refusing to pay a bill, this is coded as threat/assault.

#### Priorities and other codes

Robbery usually takes priority over housebreaking; so if an offender breaks into a home, and threatens the occupants in furtherance of theft, this would be robbery, and not housebreaking. However, if the confrontation was not in furtherance of the theft, (if the offender were interrupted during the breaking and the occupants tried to stop them and there was an altercation), this would be housebreaking, not robbery, even if a household member is wounded.

An actual car-jacking where the victim is threatened to give up their car would count as robbery. However, if the car-jacking involves no threat or force (i.e. the person is tricked out of their car and it is driven off) this would be theft of a car.

Robbery takes priority over:

- Category 1 - Minor assault – 12, 13
- Category 2 - Attempted assault - 21
- Category 3 - Sexual offences - 33, 34, 35 and 36
- Category 4 - Thefts from the person - all
- Category 5 - Housebreaking etc - all (though see note above)
- Category 6 - Thefts - all
- Category 7 - Attempted thefts - all
- Category 8 - Vandalism - all
- Category 9 - Threats - all

### 3.4.2 Code 42: Attempted Robbery

#### Description and examples

Attempted robbery occurs when the offender was not actually successful in the theft but force (or the threat of force) was used. For example, if someone threatened the respondent and ordered them to hand over their wallet, but the respondent managed to run away, this would be attempted robbery.

#### Priorities and other codes

The same rules for attempted robbery apply as for robbery with regard to housebreaking. Thus, if an offender breaks into a home and uses force or threats in furtherance of theft, if this theft is unsuccessful, then this would be 'attempted robbery'. However, if an offender breaks into a home in order to commit theft, and then uses force against the occupants although not in furtherance of their theft, and their theft is unsuccessful, then this would be 'housebreaking, nothing taken', and not attempted robbery.

Attempted robbery takes priority over:

- Category 1 - Minor assault – 12, 13
- Category 2 - Attempted assault - 21
- Category 3 - Sexual offences - 33, 34, 35, 36
- Category 4 - Thefts from the person - 43, 44, 45
- Category 5 - Housebreakings etc - 50, 53, 55
- Category 6 - Thefts - all
- Category 7 - Attempted theft - all
- Category 8 - Vandalism - all
- Category 9 - Threats - all

### 3.4.3 Code 43 Snatch theft from the person

#### Description and examples

For snatch thefts, the victim has to have been aware of the incident as it was happening, and they have to have been actually holding the items taken or carrying them on their person and the force used was only to remove the item. Examples include: if a woman's handbag is pulled off her shoulder; a purse is snatched from a shopping bag which the respondent was carrying; item stolen from a shopping trolley that is being pushed; item stolen from the seat next to where the respondent was sitting.

Snatch thefts have no element of threat, and only minimal force, i.e. the amount of force used was only to snatch property away and no more. Snatch thefts involve speed rather than force or threat. However, if a snatch that turns into a 'tug of war' between victim and offender, and involves more than minimal force, then this should be counted as robbery.

If the answer to **QSEE**: "did you or anyone else see or hear what was going on, or have any contact at all with the offender?" indicates that the victim was aware of the theft at the time, code 43 will apply (as long as no threat and minimal force).

#### Priorities and other codes

Snatch theft by its nature will not occur in combination with any other offences except, conceivably, vandalism, over which they take priority.

### **3.4.4 Code 44: Other theft from the person**

#### Description and examples

It may be useful to think of code 44 as a 'theft from the person by stealth' or 'pick-pocketing', the offender intends that the victim should remain unaware of the theft whilst it is being committed. The respondent must be actually holding the items or carrying them on (or very close to) their person (e.g. purse in pocket or a purse in a bag being held, or covertly taking a purse from a shopping basket being held by the respondent. Property taken from a trolley or pushchair would also count, as long as the trolley or pushchair was in close proximity to the respondent i.e. was being wheeled).

No force was used, the respondent was unaware the incident was happening and they were only aware of the incident after the event (i.e. the answer to **QSEE** "did you or anyone else see or hear what was going on, or have any contact at all with the offender?" will be 'no'). So if a victim is pushed/jostled (e.g. on the tube) and later discovers the theft, this is a stealth theft (code 44). If the victim is aware of the theft at the time of being pushed/jostled it is a snatch (code 43).

#### Priorities and other codes

Other thefts from the person, by their nature, will not occur in combination with any other offences except, conceivably, vandalism, over which they take priority.

### **3.4.5 Code 45: Attempted theft from the person**

#### Description and examples

This applies to an attempted snatch theft or attempted other theft from the person. This would therefore need to involve minimal force and no threats; otherwise it is likely to be an attempted robbery.

#### Priorities and other codes

Attempted theft from the person takes priority over:

Category 7 - Attempted theft - all

Category 9 - Threats - all

### **3.4.6 Code 48: Possibly theft but could have been loss/possibly attempted theft, but could have been innocent**

#### Description and examples

Sometimes, the respondent may not be clear if someone has pick-pocketed their wallet, or whether has simply been lost - if the respondent states that they are unsure, then code 48. If the respondent states it has been stolen, do not use this code.

Priorities and other codes

If there were any other crimes in the incident that are in scope, then these should be coded instead.

**3.4.7 Code 49: Other robbery or theft from the person outside of the survey's coverage**

Description and examples

This applies if someone other than the respondent has been the victim of any of the above crimes.

Priorities and other codes

If there were any other crimes in the incident that are in scope, then these should be coded instead.

### 3.5 Category 5: Housebreaking, Attempted Housebreaking and Theft in a Dwelling

#### Possible codes:

- 50 Attempted housebreaking to non-connected domestic garage/outhouse
- 51 Housebreaking in a dwelling (nothing taken)
- 52 Housebreaking in a dwelling (Something taken)
- 53 Attempted housebreaking in a dwelling
- 54 Possible attempted housebreaking (insufficient evidence to be sure)
- 55 Theft in a dwelling
- 56 Theft from a meter
- 57 Housebreaking from non-connected domestic garage/outhouse - nothing taken
- 58 Housebreaking from non-connected domestic garage/outhouse - something taken
- 59 Other housebreaking, attempted housebreaking, theft in a dwelling, falling outside the survey's coverage

Category 5 offences refer to thefts (or attempted thefts) from homes and garages/ outhouses.

For housebreaking offences the offender needs to have *broken into* (or attempted to break into), or entered by means of a non-standard entrance *and* there needs to be either theft from inside the home (including outhouses, garages and sheds) or an *intention* to steal in the case of attempted break ins.

Theft in a dwelling consists of theft committed inside (indoors not outside) a home by somebody who did not force their way into a home, and who entered through a normal entrance.

#### Who is the victim?

Category 5 offences are all 'household' offences, meaning that any member of the household can be the victim of Category 5 codes.

#### *Dwellings, garages and outhouses*

It is important to categorise the respondent's property in the correct way before reaching conclusion about what sort of property theft they have been the victim of. It can be useful to refer to the demographic section of the Victim Form to clarify this further if necessary. Please refer to the following guidance for help:

Dwellings refer to the respondent's home, or any outhouse or garage linked to the dwelling via a connecting door but excludes the grounds - i.e. garden - of a home, and garages and outhouses with no connecting doors to the home. Housebreaking from such non-connected garages and outhouses are dealt with by codes 50, 57 and 58. Assume outhouses are not linked to dwellings unless the respondent clearly states this is the case.

The home 'begins' at any locked door or window whether open or shut. For example, theft from an open porch (a porch without a door) would not count as housebreaking, but theft from a porch with a locked door would.

Communal areas such as stairways of flats are included if they are normally secure (assume that the outside door is secure unless there's evidence to state this was not the case at the time). Therefore, theft of property from the respondent's household from a secure communal area should be treated as a theft in a dwelling (code 55), or a housebreaking depending on method of entry.

Temporary dwellings are dealt with in the following way:

- If standard rented property, count as housebreaking/theft in dwelling if reported by tenants, but not by landlord (if landlord had their possessions stolen, then it would be out of scope)
- If second home, used only by respondent and family – count housebreaking/theft in dwelling at main home and second home. (Fixed site caravans that are vacant count as second homes)
- If holiday let, code as housebreaking/theft in dwelling for owner and other theft for those living there temporarily at time of break in (if they had something stolen). This would include fixed site caravans that are being let for holidays.
- Hotel rooms count as housebreaking/theft from dwelling for the occupant. This is true for bed and breakfasts as well as long as room door was lockable.

Caravans: an actual or attempted break-in to a caravan parked on the respondent's property counts as housebreaking/attempted housebreaking to a non-connected outhouse (codes 50, 57 or 58). (Note that if the whole caravan or parts of it are stolen while parked on the respondent's property, this is 'theft from outside dwelling' (code 65). If parked elsewhere, it is 'other theft' code 67).

Allotment sheds or other "storage" places: thefts from any such buildings which are not within the grounds of the home (e.g. a lock up or garage) should be coded as other theft (code 67) or other attempted theft (code 73).

Damage to locks/padlocks of sheds or other outbuildings should be coded as attempted outhouse housebreaking (code 50). Damage to doors will usually be attempted housebreaking (unless it was obviously not part of an attempt to get in).

Businesses: a break-in of any commercial premises is out of scope, unless the offender gains access to the proprietor's living quarters (in which case a housebreaking code would apply) or personal or private items belonging to the respondent were taken, in which case an other theft code would apply. Theft of the employer's property (i.e. mobile phones or laptops) are out of scope.

### *Entering a home without permission and unlocked doors*

Communal areas in flats do count as the home if they are normally secure. If the respondent's door was unlocked and the perpetrator therefore did not need to force the door to gain entry, this would not count as housebreaking. If the perpetrator then went on to steal something from the dwelling, this would be 'theft from a dwelling' (code 55) or, in the case of unconnected outhouses and garages, theft from outside a dwelling, (code 65).

If the perpetrator had keys to the property (even if they did not live there) and they committed theft, this would be coded as a theft in a dwelling (code 55). If someone enters into a home through an unlocked door, and they commit no offence once inside (e.g. there is no theft) *and* there is no evidence of any *intention to steal*, this should be coded as 'no crime committed', code 96.

### *Evidence of attempted break-in*

For there to be an attempted housebreaking, there must be clear evidence that the offender made an actual, physical attempt to gain entry **by breaking in, not just trying the door handle**, otherwise it could be vandalism. The damage in these circumstances is clearly related to attempts to gain entry, and is likely to be damage to doors around the locks, the glass panel in the door smashed; broken windows through which an offender could have reached and opened in order to gain entry. This includes damages to locks/padlocks of sheds or other outbuildings. If the respondent said someone had tried to get in *and* they described damage commensurate with this claim, this is sufficient to code 50 or 53.

Damage to doors by itself will usually be attempted housebreaking, unless there is evidence to indicate that the damage was not part of an attempt to get in. If there is no evidence of the intention of the perpetrator but the respondent thinks there was an attempted break in and there is sufficient evidence that the offender made an actual, physical attempt to gain entry, intention of theft can be assumed and the incident should be coded as attempted housebreaking.

Damage to gates or footprints in the garden (in absence of evidence of attempt to get in the building, e.g. damage to windows, etc) are not sufficient evidence by themselves for an attempted housebreaking, and should be coded as vandalism.

**3.5.1 Code 50: Attempted housebreaking to a non-connected domestic garage/ outhouse**  
and  
**Code 53: Attempted housebreaking in a dwelling**

Description and examples

For there to be an attempted housebreaking, there must be clear evidence that the offender made an actual, physical attempt to gain entry, otherwise it could be vandalism. In these instances damage will tend to be located around methods of entry (i.e. locks and doors). Please see the above text box for more guidance.

Priorities and other codes

Attempted housebreaking takes priority over:

- Category 1 - Minor assault – 12, 13
- Category 2 - Attempted assault - 21
- Category 3 - Sexual offence codes - 33, 34, 35, 36
- Category 4 - Attempted theft from the person - 45
- Category 5 - Theft in a dwelling - 55, 56
- Category 6 - Theft - all
- Category 7 - Attempted theft - all
- Category 8 - Vandalism - all
- Category 9 - Threats - all

**3.5.2 Code 51: Housebreaking in a dwelling (nothing taken)**  
and  
**Code 52: Housebreaking in a dwelling (something taken)**

Description and examples

Housebreaking from a dwelling consists of breaking into the respondent's dwelling (i.e. house or flat), any outhouse or garage linked to the dwelling via a connecting door. Entry must be by forcing a door or via a non-standard entrance (e.g. through a window or skylight whether locked or not). Thus, entry through unlocked doors or by using false pretences, or if the offender had a key are not housebreaking (will probably be theft in a dwelling if something is stolen). It is the door that must be forced not the entry. If someone opens a door and is pushed past, this would not be housebreaking (unless they left the chain on, and this was smashed off).

If someone breaks into the home in order to see his child (an ex-partner for example), the intention to steal is not there, and this would only be coded as vandalism for the damage done to the home in the course of the break in. Similarly, if someone broke into the home in order to carry out an assault, this would be coded under a Category 1 offence. If there is no information about the offender's motivation for breaking into the home, intention to commit theft can be assumed.

Priorities and other codes

If serious assault, rape or serious assault with sexual motive, occurs during a housebreaking, then there are a collection of double barrelled codes which can be used to capture both elements of the incident (codes 15, 37, and 38). However, if a home is broken into with the intention of committing rape and not of committing theft and nothing was stolen, this would be rape (code 31).

If someone breaks into a house and threatens the respondent in the furtherance of theft - e.g. to make them open up the safe - this is code 41, robbery, or code 42, attempted robbery. The respondent must be the victim of the robbery. However, if the victim is another household member, then this should be referred to the Scottish Government.

But if someone breaks into a house in order to steal without intending to confront the occupants, and is disturbed by the occupants, who try to stop him, this is housebreaking (codes 51 or 52). Again, if the assault is serious or there is a rape, then codes 15, 37 or 38 should be used.

Housebreaking takes priority over:

- Category 1 – Assault – 12, 13
- Category 2 - Attempted assaults - 21
- Category 3 - Sexual offences – 33, 34, 35, 36
- Category 4 - Theft from the person - all
- Category 5 - Housebreaking etc - all
- Category 6 - Theft - all
- Category 7 - Attempted theft - all
- Category 8 - Vandalism - all
- Category 9 - Threats - all

### **3.5.3 Code 54: Possible attempted housebreaking**

#### Description and examples

If there is insufficient evidence to demonstrate an incident of housebreaking has occurred then 'possible attempted housebreaking' (code 54) should be used, though only as a last resort. It may not be clear whether the offender tried to get inside or not, for example, if footprints were noticed in a flowerbed or snow, this is not by itself evidence of an attempted housebreaking; the offender might just be a nosy parker, or a peeping Tom. Similarly an intruder sighted in a garden may not be a housebreaker. Such cases should be coded as code 54 'possible attempted housebreaking'. This code should be used as a last resort, and all other in scope offences take priority over this code.

#### Priorities and other codes

If there were any other crimes in the incident that are in scope, then these should be coded instead.

### **3.5.4 Code 55: Theft in a dwelling**

#### Description and examples

Theft in a dwelling consists of theft committed inside (indoors, not outside) a home, by somebody who did not force their way in, and who entered through a normal entrance i.e. not through a window or skylight (even if they were unlocked) or they did not force entry through a locked door. If someone opens a door and is pushed past and commits a theft, this would be a theft in a dwelling (unless a member of the household left the chain on and this was smashed off).

Thefts in dwellings tend to be committed by

- People who have legitimate access to the dwelling (e.g. builders, guests);
- People who are invited into the dwelling under false pretences (e.g. impersonating the gas man; gate crashing a party);
- People who get into the dwelling through an unlocked or open door.

Theft in a dwelling codes should always be used if there is any uncertainty regarding method of entry in a possible housebreaking.

#### Priorities and other codes

'Theft in a dwelling' will usually occur without contact with the respondent. However, if there is contact, then a robbery, snatch theft, or other theft code will probably be more appropriate. If the offender committed a theft in a dwelling and also vandalism, theft in a dwelling will take priority in nearly all scenarios. There may be occasions however, when a vandalism code will be more appropriate than theft from a person, but this would only be if the damage caused by the vandalism was very significant, and the theft very minor.

'Theft in a dwelling' will take priority over:

- Category 1 – Assault – 12
- Category 2 - Attempted assaults - 21
- Category 3 - Sexual offences – 33, 34, 35, 36
- Category 4 - Theft from the person - 45
- Category 5 - Housebreaking etc – 56
- Category 6 - Theft - all
- Category 7 - Attempted theft - all
- Category 8 - Vandalism - all
- Category 9 - Threats - all

### **3.5.5 Code 56: Theft from a meter**

#### Description and examples

Within thefts in a dwelling, thefts from a meter are classified separately unless they occurred in the course of a housebreaking, in which case a housebreaking code will apply.

#### Priorities and other codes

If the respondent says money was stolen from their meter as part of a housebreaking, then code 52 'housebreaking, something taken'

Theft from a meter takes priority over:

- Category 2 - Attempted assaults - 21
- Category 3 - Sexual offences – 36,
- Category 4 - Theft from the person - 45
- Category 7 - Attempted theft - all
- Category 8 - Vandalism - all
- Category 9 - Threats - all

**3.5.6 Code 57: Housebreaking from a non-connected domestic garage/outhouse (nothing taken)**  
and  
**Code 58: Housebreaking from a non-connected domestic garage/outhouse (something taken)**

Description and examples

Codes 57 and 58 are used when the garage is not connected to home via a connecting door, or the theft is from an outhouse. Assume outhouses are not linked to dwellings unless the respondent clearly states this is the case.

The same rules apply for codes 57 and 58 as for codes 52 and 53 with regards to the need of evidence for *both* forced or non-standard entry, *and* intention to steal.

Priorities and other codes

Housebreaking takes priority over:

- Category 1 – Assault – 12, 13
- Category 2 - Attempted assaults - 21
- Category 3 - Sexual offences – 33, 34, 35, 36
- Category 4 - Theft from the person - all
- Category 5 - Housebreaking etc - all
- Category 6 - Theft - all
- Category 7 - Attempted theft - all
- Category 8 - Vandalism - all
- Category 9 - Threats - all

**3.5.7 Code 59: Housebreaking/attempted housebreaking/theft in a dwelling outside of the survey's coverage**

Description and examples

A housebreaking of commercial premises is out of scope, unless the burglar gains access to the proprietor's living quarters (in which case a housebreaking code would apply) or personal or private items belonging to the respondent were taken, in which case the other theft code would apply. Theft of only property belonging to the respondent's employer during the housebreaking of the respondent's home is out of scope.

Priorities and other codes

If there were any other crimes in the incident that are in scope, then these should be coded instead.

### 3.6 Category 6: Theft

Category 6 offences apply to thefts of items not from within the home or from the person.

#### Possible codes:

- 60 Theft of car/van
- 61 Theft from car/van
- 62 Theft of motorbike, motor scooter or moped
- 63 Theft from motorbike, motor scooter or moped
- 64 Theft of pedal cycle
- 65 Theft from outside dwelling (excluding theft of milk bottles)
- 66 Theft of milk bottles from outside dwelling
- 67 Other theft
- 68 Possible theft, possible lost property
- 69 Other theft / attempted theft falling outside survey's coverage

#### Who is the victim?

Theft is something of a residual category, classified by eliminating contenders such as housebreaking and robbery. Category six codes are household codes, which mean that any member of the respondent's household can be the victim, with the exception of 'other theft' (code 67), of which only the respondent can be the victim.

#### Motor vehicle crime

##### Vandalism and/or theft?

It can often be difficult to distinguish between theft from a motor-vehicle and vandalism to a motor vehicle. For example, if a car aerial has been removed from a car, is this theft of an aerial, or is it vandalism to a motor vehicle?

The guiding principle is that for something to have been stolen it has to be re-usable elsewhere. If language such as "ripped off", "broken", "kicked off" etc were used, then this should be coded as vandalism, whereas language such as "removed" or "unscrewed" should be coded as theft from a motor vehicle. Removal of car badges should always be recorded as theft. If the respondent said that the parts that were removed were later discarded close by, then the code would be vandalism. If there is still uncertainty in distinguishing between theft from a car and motor vehicle vandalism, code vandalism.

In addition, theft will frequently occur in combination with vandalism - for example, where the paintwork of a car is damaged and something taken off or from a car. In these cases the theft codes almost invariably take precedence over the vandalism codes (codes 81 to 89). This is so even if the damage is very extensive and the theft very small.

### *Work vehicle crime*

If the motor vehicle that was damaged or stolen belonged to the employer, and was not used for personal use, this incident would be out of scope. However, company cars which are stolen or damaged are in scope. Hired cars are also in scope.

Vans are in scope if used for private use, or if the respondent/ household member is a self employed sole trader. To qualify as a self employed sole trader, the respondent or other household member must work for themselves and by themselves. Therefore, if a van that is part of a fleet, it will be out of scope. Theft of lorries, tractors and heavy vans will tend to be out of scope, assume vans are light vans unless that is clearly not the case.

Thefts of the respondent's personal property from lorries/work vans should be coded as 'other theft' (code 67), not as thefts from vehicles. Work tools are in scope for other theft (code 67) if they belong to a respondent who is a self-employed sole trader and has no partners, no employees or separate business premises.

### *Whose car, whose possessions?*

If something is stolen from a car while someone is sitting in the car, this is not 'theft from a car', but should be counted as a personal theft:

- A snatch theft (codes 43/45) – the respondent was aware of what was happening, but no or limited force used. If the item was on the seat next to the person or close by, it can count as being held (similar to an item on a trolley that was being pushed).
- A robbery (codes 41/42) – if threat or violence was used in furtherance of the theft. An actual car-jacking where the victim is threatened to give up their car would count as robbery. If the car-jacking involves no threat or force (i.e. the person is tricked out of their car and it is driven off) this would be theft of a car.
- Other theft (codes 67/73) – for items that were not close to the respondent – e.g. from the boot of the car (unless respondent ends up tussling with offender for the item in which case, it becomes a robbery).
- If the car is a household car, but the person in the car is not the respondent, then this would be out of scope.

Where other people's property has been stolen from the respondent's car, even if none of the respondent's property was stolen, the incident is in scope and should be coded as a valid theft from a vehicle (code 61 or 63). See [box in code 64](#) for more information on thefts of bikes from cars.

**3.6.1 Code 60: Theft of car/ van**  
and  
**Code 62: Theft of motorbike, motor scooter or moped**

Description and examples

If the respondent states that their or a member of their household's motor-vehicle (which means car, van, motorbike, motor scooter, or moped) was stolen, this is code 60 or 62. This still applies even if the car and all the contents are returned without damage. The theft of company cars are in scope (see box on work vehicle crime). Caravanettes should be treated as if they are cars or light vans. Quad bikes (including children's quad bikes) should be treated as if they were motorbikes, motor scooters or mopeds.

Priorities and other codes

If the respondent had both their car and their motorbike stolen in the same incident, then code 60 takes priority over code 62. Otherwise, thefts of motor vehicles take priority over the following codes:

- Category 1 – Assault – 12, 13
- Category 2 - Attempted assaults - 21
- Category 3 - Sexual offences – 33, 34, 35, 36,
- Category 4 - Theft from the person - 45
- Category 5 - Housebreaking etc – 56,
- Category 6 - Theft – 61, 63, 64 (however, see note about [bicycles stolen from cars](#) in paragraph 3.6.3)
- Category 7 - Attempted theft - all
- Category 8 - Vandalism - all
- Category 9 - Threats - all

**3.6.2 Code 61: Theft from car/ van**  
and  
**Code 63: Theft from motorbike, motor scooter or moped**

Description and examples

Theft from motor vehicles (cars, vans, motorbikes, motor scooter and mopeds) includes thefts of parts and accessories, and also to the theft of contents. Where a vehicle and its contents are stolen and the vehicle is subsequently recovered without the contents, this still counts as theft *of* a vehicle.

Priorities and other codes

Thefts from car/ vans should take priority over thefts from motor bikes/ scooters etc. Otherwise, thefts from motor vehicles take priority of the following codes:

- Category 1 – Assault – 12, 13
- Category 2 - Attempted assaults - 21
- Category 3 - Sexual offences – 33, 34, 35, 36
- Category 4 - Theft from the person - 45
- Category 5 - Housebreaking etc – 56
- Category 6 - Theft – 65
- Category 7 - Attempted theft - all
- Category 8 - Vandalism - all
- Category 9 - Threats - all

### 3.6.3 Code 64: Theft of a bicycle

#### Description and examples

If a bicycle is stolen that belongs to the respondent or any other member of the respondent's household, then this would be code 64, theft of a bicycle. The bike can be stolen from anywhere, i.e. from outside the respondent's home, from their work, or from someone else's home or car (also see exception, below). If the bicycle belonging to a non-household member is the only thing stolen from the outside the respondent's home, from their garden or from their car, it is an out of scope theft.

All types of bike count, including children's bikes.

If something is stolen *from* a bicycle there is no separate code, so one of the other theft codes should be used – depending on where the bike was and who it belongs to. Thus, a bike in the garden that has its pump stolen would be “theft from outside a dwelling”; something stolen from a bike parked elsewhere would be “other theft” only if the item stolen belonged to the respondent, or out of scope if it belonged to someone else.

'Theft of a bicycle' takes priority over other theft codes, including theft from a car, unless other items from the car are also stolen. There are different rules for bicycles stolen from cars. Here is some guidance:

#### *Bicycles stolen from cars:*

- A theft of a just a household bicycle from a household car is “theft of a bicycle”
- A theft of just a household bicycle from someone else's car is in scope “theft of a bicycle”.
- A theft of a household bicycle from someone else's car *along with* an array of other items not belonging to the household would be out of scope.
- A theft of just someone else's bicycle from a household car is out of scope (code 69)
- If a bicycle is one of a number of things stolen from a car, then the theft should be coded theft from a car (code 61) if the car is a household car, or out of scope if the car is someone else's.

#### Priorities and other codes

The category 5 codes normally take priority over the category 6 codes. Thus, if the offender breaks into the home/ garage/ outhouse and steals the bike, this would count as one of the housebreaking codes and not theft of a bicycle. If a bicycle is stolen from inside a house or a normally secure communal area by somebody who had not broken in, this would be coded 55, 'theft in a dwelling'. If the bicycle is stolen from a communal area that was unlocked, this would be theft of a bicycle.

Theft of a bike takes priority over the following codes:

- Category 1 – Assault – 12, 13
- Category 2 - Attempted assaults - 21
- Category 3 - Sexual offences – 33, 34, 35, 36
- Category 4 - Theft from the person - 45
- Category 5 - Housebreaking etc – 56
- Category 6 - Theft – 61 (though see notes in text box above), 63, 65, 67
- Category 7 - Attempted theft - all
- Category 8 - Vandalism – all
- Category 9 - Threats - all

### **3.6.4 Code 65: Theft from outside dwelling (excluding theft of milk bottles)**

#### Description and examples

Code 65 should be used for instances such as thefts from the respondent's garden such as plants, garden furniture or garden ornaments. If items from a garden were stolen and later returned damaged, this would still count as stolen and be coded as 65.

Wheely bins are in scope, and so a wheely bin stolen from outside the respondent's home would generally be 'theft from outside a dwelling'.

#### Priorities and other codes

Code 65 takes priority of the following codes:

- Category 1 – Assault – 12, 13
- Category 2 - Attempted assaults - 21
- Category 3 - Sexual offences – 33, 34, 35, 36,
- Category 4 - Theft from the person - 45
- Category 5 - Housebreaking etc – 56
- Category 6 - Theft – 67
- Category 7 - Attempted theft - all
- Category 8 - Vandalism – all
- Category 9 - Threats - all

### **3.6.5 Code 66: Theft of milk bottles from outside dwelling**

#### Description and examples

If an incident involves theft of milk bottles and *nothing else* from outside the home, code 66, 'theft of milk bottles from outside dwelling' applies.

#### Priorities and other codes

If there were any other crimes in the incident that are in scope, then these should be coded instead.

### **3.6.6 Code 67: Other theft**

#### Description and examples

Only the respondent can be the victim of 'other theft'.

Code 67 should be used if the respondent was not holding or carrying the items that were stolen, and no force was used, for example, if something was put down on a shop counter for a while or left on a shopping trolley while the respondent wandered about, and items were well away from the respondent at the time, or things left in a cloakroom.

Thefts of the respondent's personal property from lorries/work vans are in scope. If the respondent is self-employed without a partner and/or employees; the theft of work tools are in scope. Not paying for goods (or a journey) received is out of scope (this applies to shoplifting, unpaid taxi fares, meals not paid for in restaurants, work not paid for).

Theft of a credit card is in scope, but subsequent use of a credit card (or fraudulent use of a credit card number if the card is not actually stolen) is out of scope.

If the respondent is sitting in their car and something is stolen from the boot, this would be 'other theft' (code 67), but if the person is not in the car at the time, then it would be 'theft from a car' (code 61).

If the respondent's caravan or parts of caravan are stolen while parked away from their home, this would be 'other theft'. Similarly, theft from allotment sheds or other storage places not within the grounds of the home would also be coded 67.

If the respondent's possessions are stolen from someone else's property, (i.e. home, car, garage), then this would be out of scope

#### Priorities and other codes

'Other theft' takes priority over the following codes:

Category 2 - Attempted assaults - 21

Category 3 - Sexual offences – 33, 34, 35, 36

Category 4 - Theft from the person - 45

Category 5 - Housebreaking etc – 56

Category 7 - Attempted theft - all

Category 8 - Vandalism – all

Category 9 - Threats - all

### **3.6.7 Code 68: Possible theft, possible lost property**

#### Description and examples

In some cases, the questionnaire will indicate that respondents were in doubt as to whether they had lost something or had it stolen. In any case where doubt is clearly expressed, the incident should be coded as code 68, 'possible theft, possible lost property'. If something is missing but may have been lost rather than stolen, the correct code is 68, 'possible theft, possible lost property' - for example, belongings

left on a train and not recovered. If the respondent thinks the item was stolen, code as other theft (code 67). Negligence on the part of the victim makes no difference.

#### Priorities and other codes

If there were any other crimes in the incident that are in scope, then these should be coded instead.

### **3.6.8 Code 69: Other theft/attempted theft falling outside of the survey's coverage<sup>3</sup>**

#### Description and examples

All cases of theft or attempted theft where the victim is not the respondent or is a household member (when not within the household i.e. the home and gardens) - e.g. the respondent's employer, should be coded 69.

Not paying for goods (or a journey) received is out of scope (this applies to shoplifting, unpaid taxi fares, meals not paid for in restaurants, work not paid for). Also note that, although the theft of a credit card is in scope, the subsequent use of a credit card (or fraudulent use of a credit card number if the card is not actually stolen) is out of scope.

#### Priorities and other codes

If there were any other crimes in the incident that are in scope, then these should be coded instead.

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<sup>3</sup> Offence code 79: 'Attempted theft outside of the survey's coverage' was dropped from the Year 3 offence coding as it was merged with code 69: Other theft/attempted theft outside of the survey's coverage. Code 79 was very rarely used, with only 2 cases since the 2010/11 survey.

### 3.7 Category 7: Attempted Theft (Excluding Attempted Theft from the Person)

Possible codes:

- 71 Attempted theft of/from car/van
- 72 Attempted theft of/from motorcycle, motor scooter or moped
- 73 Other attempted theft

There are already a number of attempted theft codes, such as 'attempted theft from the person', (code 45) and attempted housebreaking (codes 50 and 53). However, there may be occasions when there has been an attempted theft which do not fit into any of the above categories. In these situations, a Category 7 code may be required.

There are no codes for attempted theft in a dwelling, attempted theft of a meter, of a pedal cycle or from outside a dwelling; any such attempted thefts which emerge should be coded as other attempted theft (code 73) *provided that* the respondent is the victim.

Who is the victim?

The motor vehicle in question must belong to the household for codes 71 and 72 to apply. However, only the respondent can be the victim for 'other attempted theft' (73).

#### 3.7.1 Code 71: Attempted theft of/from car/van and Code 72: Attempted theft of/from motorbike, motor scooter or moped

Description and examples

The most frequent categories of attempted theft are likely to be codes 71 and 72, attempted theft of or from cars/vans or motorbikes/scooters/mopeds. In their nature it will often be impossible to say whether these incidents were attempts to steal the vehicle or just parts/contents.

As with thefts from cars, van, motorbikes and scooters (i.e. codes 61 and 63); it can be difficult to differentiate between attempted theft and vandalism in these scenarios. Read the Victim Form *as a whole* before reaching a decision.

If any of the following conditions apply, then it will be coded as attempted theft:

- The offender actually got into the car
- The damage was concentrated around the lock (e.g. scratches round the door lock, lock punched out)
- The quarter light was smashed (or similar damage of the type which suggests that the offender was trying to *get into* the vehicle)
- The radio was pulled out or glove compartment ransacked
- Other evidence exists of an attempt to steal

If there is still ambiguity as to whether the incident is attempted theft or vandalism, the incident should be coded as vandalism.

#### Priorities and other codes

Vandalism takes priority over attempted theft. However, if the damage is limited to that caused by the attempt to steal this would be coded as attempted theft. See guidance above.

For further details on coding actual thefts from motor vehicles and actual theft please see codes 61 and 63

Code 71 takes priority over code 72. Otherwise, they both take priority over the following codes:

Category 7 - Attempted theft - 73

Category 9 - Threats - all

### **3.7.2 Code 73: Other attempted theft**

#### Description and examples

Other attempted theft should be used for all incidents which would otherwise be classified as 'other theft' (67) if the thefts had been successful.

There are no codes for attempted theft in a dwelling, attempted theft of a meter, of a pedal cycle or from outside a dwelling; any such attempted thefts which emerge should be coded as other attempted theft (code 73) *provided that* the respondent is the victim.

If someone attempted to steal another household member's property from inside the dwelling, this would be out of scope (code 69).

#### Priorities and other codes

'Other attempted theft' takes priority over the following codes:

Category 9 - Threats - all

### 3.8 Category 8: Vandalism

Possible codes:

80	Fire raising
82	Vandalism to a motor vehicle
84	Vandalism to the home
86	Other vandalism
87	Possibly vandalism/possibly accidental damage/nuisance with no damage
88	Attempted vandalism (no damage actually achieved)
89	Other vandalism outside survey's coverage

Vandalism does not just refer to vandalism, but also to any intentional and malicious damage done to the property belonging to the respondent, or to their home or vehicles. Vandalism does not include damage which is probably accidental.

Pets belonging to the respondent are considered their property. Therefore malicious harm caused to the respondent's pet would be considered vandalism (unless it was done in a way that was threatening to the respondent, in which case the incident would be coded accordingly, e.g. assault / threat).

Vandalism includes all cases where something is damaged or defaced, even if the damage can be repaired by the labour of the victim without outside cost. (e.g. throwing eggs at a house or vehicle, flour emptied on a car, rubbish dumped on a doorstep, drawing on walls with chalk). Dog fouling in the victim's garden is included as vandalism as this would need to be cleared up by the labour of the victim. Whether urinating in the victim's garden is included or not depends on the circumstance, for example urinating into a bush would not be included but urinating over a greenhouse would (the difference being the extent and whether it would require labour of the victim to clear up). Nuisance is defined as cases where nothing is actually damaged or defaced (e.g. letting down car tyres). These should be coded as 87. Difference between vandalism and nuisance may not always be obvious, and may depend on level of "defacing" e.g. small amount of rubbish dumped in garden is probably nuisance; skip load of rubbish dumped will be vandalism.

Who is the victim?

Any member of the household can be the main victim of damage to motor vehicles (code 82) or to the home (code 84), but only the respondent can be the victim of other acts of vandalism (code 86).

If damage was done to the respondent's bicycle away from the home this would be coded 'other vandalism' (code 86). If the respondent's bicycle was damaged in the respondent's garden, this should be coded 'vandalism to the home' (code 84). If the bicycle of a member of the respondent's household was damaged when away from the home, this would be out of scope (code 89).

## Priority and Vandalism

All other categories (apart from threats) take priority over vandalism codes but there some exceptions.

Vandalism takes priority over attempted theft if the damage is more than just the damage caused by the attempt to steal.

When vandalism occurs in combination with serious assault (code 11) or any sexual assault code these codes take precedence unless the damage very major and the sexual assault is an indecent exposure.

Where vandalism occurs in combination with minor assault (code 12), the incident is to be given a vandalism code only if the damage component is clearly the more serious. Threats where something was damaged should be coded as vandalism.

### **3.8.1 Code 80: Fire raising**

#### Description and examples

Fire raising consists of causing deliberate damage by fire to the respondent's property or the property of a household member. Damage by fire to a non household member's property in the respondent's garden / house would be in scope

#### Priorities and other codes

If the fire causes the respondent serious injury, then code 14 can be used which will allow for both the fire raising and the serious assault to be recorded.

Fire raising takes priority over the following offences:

- Category 2 - Attempted assaults - 21
- Category 4 – Attempted theft from the person - 45
- Category 7 - Attempted theft - all
- Category 8 - Vandalism – 82, 84, 86
- Category 9 - Threats – all

### **3.8.2 Code 82: Vandalism to a motor vehicle**

#### Description and examples

Vandalism to motor vehicles (cars/vans/motorbikes/mopeds) includes scratches to cars, dents in the bodywork and slashed tires. For an incident of vandalism to a motor vehicle to have occurred, damage must have been done maliciously. If there is uncertainty about whether the damage was done deliberately, please see the notes for code 87.

Any member of the household can be the main victim of damage to motor vehicles. Also, note that company cars and hired cars count as belonging to the respondent (as with theft).

A smashed windscreen counts as vandalism (code 82) unless there is also evidence of an attempt to steal.

Please see the notes box on '[Vandalism and/or theft?](#)' on page 35.

#### Priorities and other codes

If there is evidence of vandalism *and* attempted theft (i.e. the vandalism was more than just the damage caused by an attempted theft), the vandalism would take priority. However if the damages is limited to that caused by the attempt to steal this would be coded as attempted theft.

Vandalism to a motor vehicle takes priority over:

- Category 2 - Attempted assaults - 21
- Category 4 - Theft from the person - 45
- Category 7 - Attempted theft - all
- Category 8 - Vandalism – 84, 86
- Category 9 - Threats – all

### **3.8.3 Code 84: Vandalism to the home**

#### Description and examples

Vandalism to the home includes damage to doors, windows, gates, fences, plants, shrubs and belongings in the garden - but excludes motor-vehicles in driveways. Communal areas in flats, such as hallways, staircases etc count as part of the home if they are usually secure. Include damage to rented property as in-scope (see guidance about dwellings in Category 6).

Damage to the respondent's bicycle when outside their home would be 84.

Vandalism to a home takes priority over:

- Category 4 - Theft from the person – 45
- Category 7 - Attempted theft - all
- Category 8 - Vandalism – 86
- Category 9 - Threats – all

#### Priorities and other codes

Where damage is solely to a door of a house/outhouse/garage (e.g. glass panel in door smashed, there is damage to lock, tried to smash door down), or there are smashed windows where the respondent said the offender was trying to get in, this is likely to be an attempted housebreaking offence (Category 5) rather than vandalism. There is more guidance on this in the Category 5 section.

### **3.8.4 Code 86: Other vandalism**

#### Description and examples

Only the respondent can be the victim of other acts of vandalism, and it would apply in cases where the respondent's property (other than household motor-vehicle) was vandalised away from their home. Damage to the respondent's bicycle when it was locked outside their workplace, would be 'other vandalism', code 86.

### Priorities and other codes

'Other vandalism' takes priority over:

- Category 2 - Attempted assaults - 21
- Category 4 - Theft from the person - 45
- Category 7 - Attempted theft - all
- Category 9 - Threats – all

### **3.8.5 Code 87: Possibly vandalism/possibly accidental damage/nuisance with no damage**

#### Description and examples

For an incident of vandalism to have occurred, damage must have been done maliciously. Accidental damage should be coded 87 in the following circumstances:

- The respondent said it was accidental (if they explicitly say it was deliberate rather than simply describing the damage, then it should be coded as such);
- The damage is just dents in the side of a car which could have been caused by another car;
- A dent or scratch on the roof of a car is almost certainly malicious, as is a scratch made with a coin down the side of a car;
- A broken windscreen or window with no evidence of intention to steal the car or from the car would vandalism; or
- Cigarette burns after a party or a crushed hedge from someone falling in it should be coded as accidental.

Nuisance with no damage is defined as cases where nothing is actually damaged or defaced, for example, letting down car tyres. The difference between vandalism and nuisance may not always be obvious, and may depend on level of "defacing" e.g. small amount of rubbish dumped in garden is probably nuisance; skip load of rubbish dumped will be vandalism.

### Priorities and other codes

If there were any other crimes in the incident that are in scope, then these should be coded instead.

### **3.8.6 Code 88: Attempted vandalism (no actual damage achieved)**

#### Description and examples

Code 88 covers cases where there was an unsuccessful attempt to commit vandalism.

### Priorities and other codes

If there were any other crimes in the incident that are in scope, then these should be coded instead.

### **3.8.7 Code 89: Other vandalism falling outside the survey's coverage**

#### Description and examples

If another household member's property was vandalised away from their home, this would be out of scope.

#### Priorities and other codes

If there were any other crimes in the incident that are in scope, then these should be coded instead.

### 3.9 Category 9: Threats

Threats of force are verbal and should be coded 91, 92 or 94. Threats made over the telephone or other correspondence (in writing via text, e-mail, messenger or posts on social media sites) are coded as a crime; however, obscene phone calls are out of scope, unless sexual threats are involved.

Any non-verbal threatening behaviour (following a person closely, menacing gestures) counts as intimidation and should be coded 93. In addition, incidents where respondents are intimidated or threatened on the basis of their sexual orientation, gender, race, religion etc without a direct threat of force are to be coded 93. Threats to damage a car or other property owned by the respondent are also covered by code 93.

Verbal abuse of the respondent (e.g. cursing or swearing) without a threat of force or use of 'hate' language is not a crime and should be coded out of scope using code 96.

#### Who is the victim?

Category 9 covers threats made against the respondent (although not necessarily to them) and threats against other people made to the respondent. Threats made both to and against other people (no involvement of the respondent) do not count within the survey's coverage.

#### Priorities and other codes

Threats where force was actually used, even if there was no injury, should be coded as assaults/sexual offences (code 11-13 or 31-35).

If the respondent was threatened with a weapon, this would automatically be an attempted assault (Code 21 p16).

#### **3.9.1 Code 91: Threat to kill/assault made against but not necessarily to respondent**

and

#### **Code 92: sexual threat made against but not necessarily to respondent**

#### Description and examples

If someone threatened to kill or assault the respondent then this would be a code 91. If they threatened to sexually assault the respondent in some way, then this would be 92. In both cases, the threats do not need to have been delivered directly to the respondent, but the respondent must be the *subject* of the threat.

#### **3.9.2 Code 93: Other threat or intimidation made against but not necessarily to respondent**

#### Description and examples

Code 93 covers a range of threats including threats to damage a car or other property owned by the respondent. However, if someone threatens damage that could do harm e.g. to burn down their house, this should be coded as a threat to kill/assault – code 91.

A threat made to the respondent about their pet (e.g. I'll kill/hurt your dog) would be coded as 93 as the pet is considered the respondent's property.

Code 93 also covers behaviour which is 'intimidating', which is defined as any non-verbal threatening behaviour, i.e. following a person closely, menacing gestures. If a normal person would feel unsafe by the behaviour use Code 93. In addition, incidents where respondents are intimidated or threatened on the basis of their sexual orientation, gender, race, religion etc without a direct threat of force are to be coded 93.

### **3.9.3 Code 94: Threats against others, made to the respondent**

#### Description and examples

The survey can cover threats made to the respondent, but not necessarily against them (e.g. I will kill your wife).

### **3.9.4 Code 99: Threats/intimidation out of the scope of the survey**

#### Description and examples

Obscene phone calls are out of scope unless threats are made as part of the calls.

Threats made both to and against other people (no involvement of the respondent) do not count within the survey's coverage.

Threats made to or against businesses are out of scope and should be coded 99.

#### Priorities and other codes

If there were any other crimes in the incident that are in scope, then these should be coded instead.

#### 4. SCJS PRIORITY LADDER

Codes in the table below which are greyed are not included in the survey statistics (sexual offences and threats). Out of scope codes are listed at the end of the table.

Code	Offence name
37	Rape and housebreaking
31	Rape
38	Serious assault with sexual motive and housebreaking
32	Serious assault with sexual motive
15	Serious assault and housebreaking
14	Serious assault and fire raising. (If 14 and 15 occur in same incident, refer to SG)
41	Robbery (If 11 and 41 occur in same incident, refer to SG)
11	Serious assault
51	Housebreaking in a dwelling (nothing taken)
52	Housebreaking in a dwelling (Something taken)
57	Housebreaking from non-connected domestic garage/outhouse - nothing taken
58	Housebreaking from non-connected domestic garage/outhouse - something taken (If Housebreaking and 41 occur in same incident, refer to SG).
42	Attempted robbery
43	Snatch theft from the person
44	Other theft from the person
53	Attempted housebreaking in a dwelling
50	Attempted housebreaking to non-connected domestic garage/outhouse
55	Theft in a dwelling
60	Theft of car/van
62	Theft of motorbike, motorscooter or moped
64	Theft of pedal cycle (unless stolen from the car along with other items – in which case, 61)
61	Theft from car/van
63	Theft from motorbike, motorscooter or moped
65	Theft from outside dwelling (excluding theft of milk bottles)
67	Other theft
33	Assault with sexual motive
34	Attempted rape
35	Indecent assault
12	Minor assault with injury
13	Minor assault with no/ negligible injury
56	Theft from a meter
36	Indecent exposure
80	Fire raising
82	Vandalism to a motor vehicle
84	Vandalism to the home
86	Other vandalism
21	Attempted assault
45	Attempted theft from the person
71	Attempted theft of/from car/van
72	Attempted theft of/from motorcycle, motorscooter or moped

73	Other attempted theft
88	Attempted vandalism (no damage actually achieved)
91	Threat to kill/assault made against, but not necessarily to respondent
92	Sexual threat made against, but not necessarily to respondent
93	Other threat or intimidation made against, but not necessarily to respondent
94	Threats against others, made to the respondent
<b>Out of scope Codes</b>	
19	Other assault outside survey's coverage
39	Sexual offence outside survey coverage
48	Possibly theft/ attempted theft possible loss/innocent
49	Other robbery/theft from person outside survey's coverage
54	Possible attempted housebreaking (insufficient evidence)
59	Other housebreaking, attempted housebreaking, theft in a dwelling, falling outside the survey's coverage.
66	Theft of milk bottles from outside dwelling
68	Possible theft, possible lost property
69	Other theft/attempted theft falling outside survey's coverage
87	Possible vandalism/possible accidental damage/nuisance with no damage
89	Other vandalism falling outside the survey's coverage
95	Outside reference period
98	Incident occurred outside Scotland
99	Threats/intimidation falling outside survey's coverage
96	No Crime
97	Invalid victim form/no information
3	SAME DUPLICATE
4	SERIES DUPLICATE
90	VICTIM FORM SKIPPED